

An ancillary of Saraswaty Press Ltd. intends to engage following skilled persons:

- i) DTP Operators on Yearly Contract basis for Typesetting using DTP softwares e.g. Adobe In-design, Page-maker, Photoshop, Corel etc.

Age: Below 45 years as on 01.05.2025

Minimum Qualifications: At least 60% marks in Madhyamik & Higher Secondary or equivalent. Diploma in Desktop Publishing (DTP) is must from Government-Recognized Technical and Vocational Institutions with expertise in Adobe Photoshop (Image Editing & Design), Adobe Illustrator (Vector Graphics Design), CorelDraw (Graphic Design & Illustration), Printing and Production Techniques, DTP page layout, illustration, Graphic communications, Digital imaging, design and layout etc.

Typesetting Skill & Experience: At least 3 years of post-qualification Working Experience in the same field from any organizations that is directly involved in typesetting, graphic design, publishing, or media production. Must be in Bengali, Hindi & English.

Pay: Consolidated Stipend/Gross Pay would be approx. 18,000/- p.m. Salary negotiable for deserving candidates.

Expected Working Hours: Rotational in 3 shifts (subject to change from time to time).

- ii) Proof Readers on a Yearly Contract basis for Confidential Proof Reading Work on various subjects in Bengali & English.

Age: Below 60 years as on 01.05.2025

Minimum Qualifications: Graduate in English or Bengali or Science or Journalism. Candidates with a Post-Graduate degree in English, Bengali, or Linguistics may be given preference. At least 60% marks in Madhyamik & Higher Secondary or equivalent from a recognized board. Proficiency in Bengali and English (both reading and writing). Strong grasp of grammar, punctuation, and syntax in both languages.

Experience: At least 3 years of Working Experience as Freelance or Full-time in any recognised Printing Presses, Publishing Houses, Advertising agencies, Media Companies, or any organization requiring Proof Readers for books, magazines, newspapers, or advertisements is preferred.

Pay: Consolidated Stipend/Gross Pay would be approx. Rs. 18000/- p.m.

Expected Working Hours: Rotational in 3 shifts (subject to change from time to time.)

Apply within 20/05/2025 enclosing detailed CV, copies of Academic Qualifications, proof of Working Experience and 2 copies of recent passport size photograph to the Personnel Department, Saraswaty Press Ltd., 11, B.T. Road, Kolkata- 700056. Ph: 033 2564 7134.

Applications shall be sent by hand or by post only.